

Scope Checklist

Client Ledger Mini — before proposal or kickoff

Client: _____ Project: _____ Date: _____

A. In scope (we will do)

- Deliverable 1: _____ (format: _____)
- Deliverable 2: _____ (format: _____)
- Deliverable 3: _____ (format: _____)
- Revision rounds included: _____ (default: 2)
- Kickoff format: _____ ■ Handoff / docs: _____

B. Out of scope (unless re-scoped)

- Extra pages/features beyond list
- Ongoing retainer/maintenance
- Stock/illustration licensing fees
- Copy beyond agreed sections
- SEO/ads/analytics beyond agreed items
- Training beyond agreed hours
- Other: _____

C. Client responsibilities

- Brand assets by: _____
- Content/copy by: _____
- Access (CMS/hosting) by: _____
- Feedback within _____ business days
- Final approval contact: _____

D. Timeline & change control

Milestones: Kickoff _____ · First draft _____ · Review _____ · Final _____

If scope changes: pause → written change note → new estimate → proceed after written OK.

E. Money snapshot (lightweight)

Fee/rate: _____ Deposit/schedule: _____ Invoice tool: _____

Informal alignment (not a legal signature): Client _____ date _____ · Freelancer _____ date _____

Template / checklist only — not a SOW, MSA, or contract. See DISCLAIMER.md.